

MAR 1954

MEMORANDUM FOR: Acting Chief, Management Improvement Staff

SUBJECT: Proposed Notice No. [REDACTED]

25X1A

1. It is requested that you review that attached Notice and make such investigation of the Letterex stationery as you deem necessary to answer the following questions:

a. Are the alleged economies to be derived through the use of Letterex stationery sufficiently certain and substantial to warrant positive action by the Agency in encouraging its use?

b. Are the supplementary benefits attributed to this stationery as described in paragraph 2. of the draft Notice?

2. Although this Notice was developed by the Chief, General Services Office, in conjunction with the Records Management Program, it seems to me that the Notice is not only contradictory by inference with respect to savings which can be anticipated, but also is inaccurate in its description of the intangible benefits thereof.

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[REDACTED]
Special Assistant to the A-DD/A

SA/DDA:EDE:mj (19 Mar 54)

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